

NOTICE

Important instructions for printing forms that you will be submitting to the TSP Service Office:

To print the following form select **File** from the menu at the top of your computer screen and then select **Print**. Once a dialog box appears, de-select (uncheck) the "**Shrink oversized pages to paper size.**" Then click **OK**.

(Adobe Acrobat shrinks an oversized PDF form to fit the page when it prints. TSP scanning equipment that is used to read the form cannot read this smaller image. This may delay the processing of your loan because it requires that your form be processed manually. However, you can correct this problem by following this procedure.)

Print these forms on **white paper**. Colored paper may prevent forms from being processed properly, which may delay fulfilling your request.



Form TSP-U-17

**Information Relating
to Deceased Participant**

August 2002

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

Use this form to provide information about potential beneficiaries of a deceased participant's uniformed services Thrift Savings Plan (TSP) account. If a valid Form TSP-U-3, Designation of Beneficiary, is on file with the TSP record keeper, payment of the account will be made according to the designation(s). In that case, the information provided on this form may be used to update beneficiary information (e.g., addresses) that is on file with the record keeper.

Type or print all information on this form. Make a copy for your records and mail the original form to:

TSP Service Office
National Finance Center
P.O. Box 61500
New Orleans, LA 70161-1500
Telephone number: (504) 255-8777
TDD: (504) 255-5113

I. INFORMATION ABOUT DECEASED PARTICIPANT

Complete all items in this section. This information is needed to identify the deceased participant's uniformed services account. **You MUST include a copy of the participant's death certificate with this form.** The death certificate must state the cause or manner of death. (**Note:** Some states do not routinely include cause or manner of death on death certificates, so you may have to request specifically a death certificate with cause or manner of death included.)

II. INFORMATION ABOUT YOU

Complete all items in this section.

- **If you are *not* a potential beneficiary**, you may leave Item 11 (Social Security number) blank.
- **If you are an executor or administrator** of the deceased participant's estate, enter "Executor" or "Administrator" in Item 17. **Note:** If there is not a valid Form TSP-U-3, Designation of Beneficiary, on file and there is no spouse, child, or parent of the deceased participant, **you must provide the estate's Taxpayer Identification Number (TIN)** in Item 11 if payment is expected to be made to the estate. You do not need to provide the requested information again in Section IV. However, you **must attach** a copy of your court appointment.

III. INFORMATION ABOUT POTENTIAL BENEFICIARIES

If the participant was married at the time of death (i.e., you answered "Yes" to Item 18), proceed to Section IV; information about other potential beneficiaries is not required. Otherwise, answer all of the remaining questions in this section before proceeding to Section IV.

The information in this section will be used to determine the appropriate beneficiaries if a valid Form TSP-U-3, Designation of Beneficiary, is not on file. (A will is not valid for the disposition of a TSP account.) Beneficiaries will be determined using the following statutory order of precedence:

1. First, to the widow or widower.
2. If none, to the child or children equally, and descendants of deceased children by representation.
3. If none, to the parents equally or to the surviving parent.
4. If none, to the appointed executor or administrator of the estate.
5. If none, to the next of kin who is entitled to the estate under the laws of the state in which the deceased participant resided at the time of death.

In the statutory order of precedence:

- A child includes a natural child (whether or not the child was born out of wedlock), a child adopted by the participant, and descendants of deceased children; it does not include a stepchild who was not adopted by the participant. **Note:** If the participant's natural child was adopted by someone other than the participant's spouse, that child is not entitled to a share of the participant's TSP account under the statutory order of precedence.
- "By representation" means that if a child of the participant dies before the participant dies, that child's share will be divided equally among his or her children.
- Parent does not include a stepparent, unless the stepparent adopted the participant.



THRIFT SAVINGS PLAN INFORMATION RELATING TO DECEASED PARTICIPANT

TSP-U-17

Use this form to provide information about potential beneficiaries of a deceased uniformed services Thrift Savings Plan (TSP) participant. Read the instructions for each section before completing the form. **A copy of the participant's death certificate must accompany this form.**

I. INFORMATION ABOUT DECEASED PARTICIPANT

1. Name of Deceased Participant _____
Last First Middle
2. _____ - _____ - _____ 3. _____/_____/_____
Social Security Number Date of Birth (mm/dd/yyyy) 4. _____/_____/_____
Date of Death (mm/dd/yyyy)
5. Legal Residence at Time of Death _____
Street address
6. City _____ 7. _____ 8. _____
State/Country Zip Code
9. ☐ Check here to indicate that you have attached a copy of the death certificate (as required).

II. INFORMATION ABOUT YOU

10. Name _____ 11. _____ - _____ - _____
Last First Middle Social Security Number (or TIN if estate)
12. Address _____
Street address or box number
13. City _____ 14. _____ 15. _____
State/Country Zip Code
16. Daytime Phone (_____) _____ - _____ 17. _____
Area Code and Number Relationship to Deceased Participant

III. INFORMATION ABOUT POTENTIAL BENEFICIARIES

18. **Participant's Spouse** — Was the participant married at the time of death?
☐ Yes ☐ No ☐ Don't Know
If "Yes," skip to Section IV; if "No" or "Don't Know," complete questions 19 – 21 below.
19. **Participant's Children** —
A. Were there any **living** children of the participant at the time of death?
☐ Yes ☐ No ☐ Don't Know
If "Yes," how many? _____ ☐ Check here if unsure of the number of children you entered.
B. Were there any children of the participant who died **before** the participant died?
☐ Yes ☐ No ☐ Don't Know
If "Yes," please complete the following:
1. How many children died before the participant? _____ ☐ Check here if unsure of the number of children you entered.
2. Were there any descendants of those deceased children (i.e., the participant's grandchildren) living at the time of the participant's death?
☐ Yes ☐ No ☐ Don't Know If "Yes," how many? _____ ☐ Check here if unsure of the number of children you entered.
20. **Participant's Parents** —
A. Was the participant's mother living at the time of the participant's death?
☐ Yes ☐ No ☐ Don't Know
B. Was the participant's father living at the time of the participant's death?
☐ Yes ☐ No ☐ Don't Know
21. **Executor or Administrator of Participant's Estate** — Is there an executor or administrator for the estate of the participant?
☐ Yes ☐ No ☐ Don't Know



If you answered "Yes" or "Don't Know" to any of the questions in 19 – 21, complete the rest of this form. If you answered "No" to **every** question in Section III, skip to Section VII; you may be contacted for additional information.

INFORMATION AND INSTRUCTIONS

IV. DETAILED INFORMATION ABOUT POTENTIAL BENEFICIARIES

The information in this section will be used to locate potential beneficiaries. Be sure to fill in the deceased participant's name and Social Security number at the top of the page. If you need to list more than four persons, make as many photocopies of the page as you need. Check the box at the bottom of the page and indicate the number of additional pages attached.

If you cannot provide all of the requested information, provide as much information as you can. Write "Don't Know" on any line for which you do not have information. If the information that you are able to provide is not enough to contact the potential beneficiary (that is, if you cannot provide a full address or telephone number) or if you only have information about some of the beneficiaries, complete Section V also.

When providing information about a potential beneficiary who was living at the time of the participant's death but who died after the participant, be sure to provide the date of death for that person.

If you are providing information about children of the participant, be sure to include natural children (including those who were born out of wedlock) and those who were adopted by the participant. **Do not provide** information for natural children who were adopted by someone other than the participant's spouse.

In the following (correctly filled-out) example, the participant was not married at the time of death, but the participant had two living children, a deceased child who had a son, and a surviving father. Because the participant was not married at the time of death, the applicant provided information about the participant's living children and the grandchild (from the participant's deceased child) identified in Item 19. There was no need to provide information about the deceased child identified in Item 19B because that child predeceased the participant. There was also no need to provide information about the surviving parent, because the living children and the grandchild will be the beneficiaries according to the statutory order of precedence.

Example

III. INFORMATION ABOUT POTENTIAL BENEFICIARIES	18. Participant's Spouse — Was the participant married at the time of death? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know If "Yes," skip to Section IV; if "No" or "Don't Know," complete questions 19 – 21 below.				
	19. Participant's Children — A. Were there any living children of the participant at the time of death? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If "Yes," how many? <u>2</u> <input type="checkbox"/> Check here if unsure of the number of children you entered.				
	B. Were there any children of the participant who died before the participant died? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If "Yes," please complete the following: 1. How many children died before the participant? <u>1</u> <input type="checkbox"/> Check here if unsure of the number of children you entered. 2. Were there any descendants of those deceased children (i.e., the participant's grandchildren) living at the time of the participant's death? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know If "Yes," how many? <u>1</u> <input type="checkbox"/> Check here if unsure of the number of children you entered.				
	20. Participant's Parents — A. Was the participant's mother living at the time of the participant's death? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Don't Know B. Was the participant's father living at the time of the participant's death? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know				
	21. Executor or Administrator of Participant's Estate — Is there an executor or administrator for the estate of the participant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Don't Know				
	☞ If you answered "Yes" or "Don't Know" to any of the questions in 19 – 21, complete the rest of this form. If you answered "No" to every question in Section III, skip to Section VII; you may be contacted for additional information.				
	IV. DETAILED INFORMATION ABOUT POTENTIAL BENEFICIARIES	• Name <u>Stanek</u> <u>Brad</u> <u>Scott</u> <u>Son</u> <small>Last First Middle Relationship to Deceased Participant</small>			
		Address <u>123 Main Street</u> <u>Chicago</u> <u>IL</u> <u>60612</u> <small>Street address or box number City State/Country Zip Code</small>			
		Phone (<u>312</u>) <u>555</u> <u>1985</u> <u>912</u> <u>34</u> <u>5678</u> <u>2</u> / <u>24</u> / <u>1970</u> <small>Check one: <input checked="" type="checkbox"/> Daytime <input type="checkbox"/> Evening Social Security Number Date of Birth (mm/dd/yyyy)</small>			
		If this person died after the participant, provide the date of death. <u>mm</u> / <u>dd</u> / <u>yyyy</u>			
• Name <u>Jones</u> <u>Linda</u> <u>Wadine</u> <u>Daughter</u> <small>Last First Middle Relationship to Deceased Participant</small>					
Address <u>13 H Street</u> <u>Pottstown</u> <u>PA</u> <u>19464</u> <small>Street address or box number City State/Country Zip Code</small>					
Phone (<u>610</u>) <u>555</u> <u>9432</u> <u>923</u> <u>45</u> <u>6789</u> <u>3</u> / <u>17</u> / <u>1972</u> <small>Check one: <input type="checkbox"/> Daytime <input checked="" type="checkbox"/> Evening Social Security Number Date of Birth (mm/dd/yyyy)</small>					
If this person died after the participant, provide the date of death. <u>mm</u> / <u>dd</u> / <u>yyyy</u>					
• Name <u>Stanek</u> <u>Thomas</u> <u>Arthur</u> <u>Grandson</u> <small>Last First Middle Relationship to Deceased Participant</small>					
Address <u>921 North Avenue</u> <u>Gaithersburg</u> <u>MD</u> <u>20878</u> <small>Street address or box number City State/Country Zip Code</small>					

**IV.
DETAILED
INFORMATION
ABOUT
POTENTIAL
BENEFICIARIES**

If the participant was married at the time of death, provide the requested information for the deceased participant's spouse only. **Otherwise**, provide the requested information for all **living** children of the participant and all living children of deceased children whom you identified in Item 19 in Section III. (You do not need to provide this information for any children identified in Item 19B who died before the participant.) When providing a phone number for a person living outside the United States or Canada, enter the number exactly as you would dial it from the United States.

If you answered **"No"** to all questions related to the spouse **and** children, provide the requested information for parent(s) of the participant identified as living in Items 20A and 20B. **If there were no living parents**, provide information about the executor or administrator identified in Item 21.

- Name** _____
 Last First Middle Relationship to Deceased Participant _____

Address _____
 Street address or box number _____

City _____ State/Country _____ Zip Code _____

Phone (_____) _____ - _____ Social Security Number _____ Date of Birth (mm/dd/yyyy) _____
 Check one: ☐ Daytime ☐ Evening

If **this** person died **after** the participant, provide the date of death. _____
 mm dd yyyy

- Name** _____
 Last First Middle Relationship to Deceased Participant _____

Address _____
 Street address or box number _____

City _____ State/Country _____ Zip Code _____

Phone (_____) _____ - _____ Social Security Number _____ Date of Birth (mm/dd/yyyy) _____
 Check one: ☐ Daytime ☐ Evening

If **this** person died **after** the participant, provide the date of death. _____
 mm dd yyyy

- Name** _____
 Last First Middle Relationship to Deceased Participant _____

Address _____
 Street address or box number _____

City _____ State/Country _____ Zip Code _____

Phone (_____) _____ - _____ Social Security Number _____ Date of Birth (mm/dd/yyyy) _____
 Check one: ☐ Daytime ☐ Evening

If **this** person died **after** the participant, provide the date of death. _____
 mm dd yyyy

- Name** _____
 Last First Middle Relationship to Deceased Participant _____

Address _____
 Street address or box number _____

City _____ State/Country _____ Zip Code _____

Phone (_____) _____ - _____ Social Security Number _____ Date of Birth (mm/dd/yyyy) _____
 Check one: ☐ Daytime ☐ Evening

If **this** person died **after** the participant, provide the date of death. _____
 mm dd yyyy

INFORMATION AND INSTRUCTIONS

V. REFERRAL FOR INFORMATION

If you answered "Don't Know" about potential beneficiaries in Section III, **or** you cannot provide a name, address, or telephone number for any individual you identified in Section IV, provide in this section the name, address, and telephone number of anyone else whom the TSP can contact to obtain this information. If you cannot provide the address and telephone number, provide any information that you can.

VI. ADDITIONAL INFORMATION

You can use this section to expand upon or clarify any information provided on this form. You can also use this space to provide additional information not covered elsewhere on this form which is relevant to the disposition of the deceased participant's account. (If you need additional space, continue on a blank sheet of paper.)

VII. CERTIFICATION

You must sign and date this form.

- You cannot provide a current address or telephone number for a potential beneficiary whom you listed in Section IV.
- There is no spouse and you believe there may be additional children about whom you have limited knowledge.
- You answered “Don’t Know” about potential beneficiaries in Section III.

To which potential beneficiary(ies) does this referral apply?_____

VI. ADDITIONAL INFORMATION

Use this space to provide any information that may be relevant to the disposition of the deceased participant's account and that you did not furnish elsewhere on this form.

[illegible]

VII. CERTIFICATION

I certify that the information I have provided is true and complete to the best of my knowledge. **Warning:** Any intentional false statement in this form or willful misrepresentation concerning it is a violation of law that is punishable by a fine of as much as \$10,000 or imprisonment for as long as 5 years or both (18 U.S.C. 1001).

23. _____
Date Signed

law enforcement agencies investigating a violation of civil, criminal, or military law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process this form or make payment.

Remember to attach a copy of the participant's death certificate when you submit this form.